



Librett Real Estate Group Inc.
COOPERATIVE ADMISSION
APPLICATION FOR NEW PURCHASER(S)
OR SUBTENANT(S)

January 1, 2015

THIS APPLICATION IS FOR THE ____ PURCHASE OF THIS UNIT ____ RENTAL OF THIS UNIT	OWNER: _____ Address: _____ Apt#: _____ Telephone: _____ No. of Shares: _____ No. of Rooms: _____
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COOPERATIVE HOUSING APPLICATION

NAME: _____ SOC.SECURITY# _____

NAME: _____ SOC.SECURITY# _____

PRESENT ADDRESS: _____

TELEPHONE# _____ CELL: _____

CHECK ONE: RENT _____ HOMEOWNER _____ OTHER _____ EXPLAIN _____

IF RENT: LANDLORD'S NAME: _____

ADDRESS: _____

TELEPHONE: _____

NO OF YEARS AT PRESENT ADDRESS: _____

MONTHLY RENT/CARRYING CHARGES: _____

IF LESS THAN TWO (2) YEARS AT PRESENT ADDRESS, PLEASE PROVIDE FORMER ADDRESS:

FORMER LANDLORD'S NAME: _____

ADDRESS: _____

TELEPHONE: _____ CELL: _____

MARITAL STATUS: SINGLE _____ MARRIED _____ SEPARATED _____ DIVORCED _____

APPLICANTS DATE OF BIRTH: ___/___/___ CO-APPLICANT'S DATE OF BIRTH: ___/___/___
PRICE OF APARTMENT: \$ _____ MONTHLY MAINTENANCE CHARGE: \$ _____

AMOUNT OF DOWN PAYMENT: \$ _____ ANNUAL MORTGAGE RATE: _____%

AMOUNT OF MORTGAGE: \$ _____ MONTHLY MORTGAGE PAYMENT: \$ _____

NAME OF BANK: _____ ESTIMATE CLOSING DATE: _____

TITLE TO BE HELD IN WHAT NAME(S): _____

PURCHASER'S ATTORNEY

SELLER'S ATTORNEY

ADDRESS

ADDRESS

TELEPHONE/FAX

TELEPHONE/FAX

PERSONS TO RESIDE AT APARTMENT:

NAME	RELATIONSHIP	SEX	DATE OF BIRTH

*** NUMBER OF PET(S) _____ TYPE OF PET(S): _____

IF AVAILABLE, DO YOU WANT: _____ GARAGE _____ OUTSIDE PARKING

NUMBER OF PERSONS TO RESIDE IN APARTMENT WHO ARE CURRENTLY EMPLOYED:

1. NAME _____ POSITION: _____
EMPLOYER: _____ LENGTH OF EMPLOYMENT: _____
ADDRESS: _____ CURRENT SALARY: \$ _____
TELEPHONE: _____ ESTIMATED SALARY NEXT YEAR: _____
NAME OF SUPERVISOR: _____

2. NAME _____ POSITION: _____
EMPLOYER: _____ LENGTH OF EMPLOYMENT: _____
ADDRESS: _____ CURRENT SALARY: \$ _____
TELEPHONE: _____ ESTIMATED SALARY NEXT YEAR: _____
NAME OF SUPERVISOR: _____

3. NAME _____ POSITION: _____
EMPLOYER: _____ LENGTH OF EMPLOYMENT: _____
ADDRESS: _____ CURRENT SALARY: \$ _____
TELEPHONE: _____ ESTIMATED SALARY NEXT YEAR: _____
NAME OF SUPERVISOR: _____

4. NAME _____ POSITION: _____
EMPLOYER: _____ LENGTH OF EMPLOYMENT: _____
ADDRESS: _____ CURRENT SALARY: \$ _____
TELEPHONE: _____ ESTIMATED SALARY NEXT YEAR: _____
NAME OF SUPERVISOR: _____

IF EMPLOYED IN CURRENT POSITION FOR LESS THAN TWO (2) YEARS:

1. NAME _____ POSITION: _____
EMPLOYER: _____ LENGTH OF EMPLOYMENT: _____
ADDRESS: _____ CURRENT SALARY: \$ _____
TELEPHONE: _____ ESTIMATED SALARY NEXT YEAR: _____
NAME OF SUPERVISOR: _____

2. NAME _____ POSITION: _____
EMPLOYER: _____ LENGTH OF EMPLOYMENT: _____
ADDRESS: _____ CURRENT SALARY: \$ _____
TELEPHONE: _____ ESTIMATED SALARY NEXT YEAR: _____
NAME OF SUPERVISOR: _____

FINANCIAL

1. BANK (SAVINGS) _____ ACCOUNT# _____
ADDRESS: _____
2. BANK (CHECKING) _____ ACCOUNT# _____
ADDRESS: _____
3. BANK (BUSINESS) _____ ACCOUNT# _____
ADDRESS: _____
4. BANK (OTHER) _____ ACCOUNT# _____
ADDRESS: _____

CREDIT REFERENCES

1. NAME _____ ACCOUNT# _____
ADDRESS: _____
2. NAME _____ ACCOUNT# _____
ADDRESS: _____
3. NAME _____ ACCOUNT# _____
ADDRESS: _____

BUSINESS REFERENCE

1. NAME _____ TELEPHONE# _____
ADDRESS: _____
2. NAME _____ TELEPHONE# _____
ADDRESS: _____

PERSONAL REFERENCE

1. NAME _____ TELEPHONE# _____
 ADDRESS: _____

1. NAME _____ TELEPHONE# _____
 ADDRESS: _____

THE FOLLOWING QUESTIONS APPLY TO ALL PURCHASERS/RENTERS. IF A "YES" ANSWER IS GIVEN TO ANY QUESTION, PLEASE EXPLAIN IN DETAIL ON THE REVERSE SIDE OF THIS PAGE.

	APPLICANT	CO-APPLICANT
	YES OR NO	
DO YOU HAVE ANY OUTSTANDING JUDGEMENTS?		
HAVE YOU EVER DECLARED BANKRUPCY?		
DO YOU HAVE ANY "BAD" CREDIT?		
HAVE YOU HAD ANY PROPERTY FORECLOSED UPON OR GIVEN TITLE IN LIEU THEREOF?		
ARE YOU A CO-MAKER ON A NOTE OR LOAN?		
HAVE YOU EVER BEEN CONVICTED OF A CRIME?		
ARE YOU A PARTY TO A LAWSUIT?		
ARE YOU OBLIGATED TO PAY ALIMONY OR CHILD SUPPORT? IF SO, STATE AMOUNT?		
IS ANY PART OF THE DOWNPAYMENT BORROWED? IF SO, STATE AMOUNT?		
DO YOU OWN ANY OTHER "HOMES"?		

FINANCIAL INFORMATION

Bank Name (Savings)	Account No.
Address:	
Bank Name (Checking)	Account No.
Address:	
Bank Name (Other)	Account No.
Address:	

CREDIT INFORMATION

Bank Name	Account No.
Address:	
Bank Name	Account No.
Address:	
Bank Name	Account No.
Address:	

BUSINESS REFERENCES

Bank Name (Savings)	Account No.
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Address:

COOPERATIVE APPLICATION EMERGENCY FACT SHEET

NAME: _____

APARTMENT # _____

ALTERNATE MAILING ADDRESS (IF NOT LIVING IN UNIT: _____

HOME PHONE: _____ WORK PHONE: _____

NEAREST RELATIVE: _____

ADDRESS: _____

HOME PHONE: _____ WORK PHONE: _____

PERSON TO CONTACT IN THE EVENT OF AN EMERGENCY:

HOME PHONE: _____ WORK PHONE: _____

HAS KEYS TO MY APARTMENT: _____ YES _____ NO

(APPLICANT SIGNATURE)

(DATE)

APPLICANT'S ACKNOWLEDGEMENT

1. The Applicant (s) herein has received and read a copy of the Proprietary Lease Agreement, House Rules and By-Laws and will abide by the rules as set forth therein. I/We understand that any violations of the house rules are, in effect, violations under the proprietary lease on the apartment and may lead to termination of sub-let approval or legal action against the owner(s). Violations may also subject the occupants to eviction proceedings or termination of the stock and lease. Legal expenses incurred by the Corporation to cure the subject violations will be assessed to the unit owner as additional maintenance.
2. The applicant(s) herein acknowledge that the aforementioned house rules and by laws may be modified, changed or added to by the Corporation's Board of Directors from time to time and we herein agree to abide by any such modifications, changes or additions.
3. The applicant(s) herein understand that they will not move into the building or move any possessions into the subject unit until they have received written approval from the managing agent and until they have advised the superintendent, and he has approved, of a proposed move in date.
4. The applicant(s) herein acknowledge that it is a requirement of the Cooperative Corporation that I/We submit a written request to make any alterations or improvements to the unit. No alterations or improvements can be made until the written request, in a format acceptable to the managing agent, is submitted, and approved, in writing by the managing agent.
5. The applicant(s) herein acknowledges that the apartment unit may not be sub-let without prior written consent of the managing agent.
6. The applicant(s) herein understands that the managing agent and/or the corporation may impose certain charges on either the seller/lessor or purchaser/tenant. These charges may include, but are not limited to, flip tax, sublet fee, transfer fee, recognition review fee or lost document replacement fee. The parties to this transaction will be responsible for the payment of any such fees imposed. The transfer agent may request that a certified check or bank money order be provided for payment of these fees.

Signature of Applicant

Date

Signature of Applicant

Date

COOPERATIVE ADMISSION APPLICATION

I/We have provided the information contained in this Application in order to induce the Board of Directors to favorably consider my/our Application to purchase/sublet the subject apartment. I/We represent that all information provided is true and accurate and I/we further represent that I/we accept responsibility for any misrepresentations herein which may be, or cause to be a default of my/our Proprietary Lease and the Corporations By-laws.

The applicant(s) herein understand the information, which has been provided herein, will be verified and the Corporation is herein given express permission to contact and inquire of any of the firms or individuals, credit references or employers, Landlord's or mortgage banks. Applicant(s) also understand that a credit report will be obtained to verify credit information and Applicant expressly authorizes such an investigation. This authorization shall satisfy all of the requirements of Section 606 of the Fair Credit Reporting Act.

In applying for Consent to this proposed sale/sublet, the applicant(s) understand that such consent is required by the terms of the Proprietary Lease. The applicant(s) also understand that the information provided is essential to this Application and the Board of Directors is relying on the accuracy of the information provided to make their decision. Any misstatements or false statements will be deemed grounds for denial of the Application.

Applicant(s) are aware that the subject Cooperative Unit is sold "as is" and the Corporation is not obligated to make any repairs, alterations or decorations. Applicant(s) acknowledge the purchaser or renter of a cooperative apartment takes subject to the provisions of the Proprietary Lease and Bylaws and assumes all of the Seller's obligations there under is obligated to sign such documents to accomplish such purpose as the Corporation's Transfer Agent may require.

The Board of Directors reserves the right to request any additional information that it considers pertinent and this Application will not be deemed submitted until all requested information has been provided.

Applicant(s) represent that I/we are over eighteen (18) years of age and will purchase/rent these shares for my/our own account and not for any other Individual, Corporation, Partnership, Trust, or any other entity.

Applicant(s) understand that this Application is not binding on the Corporation, or its Agent(s), and that the fee paid for this Application is not refundable if the Application is denied or withdrawn for any reason.

Applicant(s) understand and agree that any information obtained by the Corporation or its Agent(s), either submitted by the Applicant or obtained directly by the Corporation, whether original or copy, shall be the property of the Corporation and will not be returned whether the Application is approved or denied.

Signature of Applicant

Date

Signature of Applicant

Date

APPLICATION INSTRUCTIONS AND FEE REQUIREMENTS

1. An **original and seven (7) copies** of this Application and all required attachments (including Income Tax Forms, Reference Letters and documents requested below) must be submitted. **Only fully completed** Application Packages will be submitted for review, incomplete packages will be returned to Applicant. Interview appointments will only be scheduled when the completed package is submitted. You will be notified of your interview date and time – do not call the Management Office requesting and appointment. Board Members are not to be contacted directly by Seller's, Buyer's, Broker's or Counsel under any circumstances. This will only delay the process. All applicants must be present at the interview-no exceptions.
2. A money order made payable to **Librett Real Estate Group Inc.** in the amount of **\$500.00** must be submitted with this Application. This fee is **not refundable** under any circumstances.
3. An additional money order in the amount of \$35.00 is required for each additional credit check if there is more than one (1) Applicant. This fee should be made payable to Librett Real Estate Group Inc. and is not refundable under any circumstances.
4. Copies of the last two (2) years Federal Income Tax Returns (Form 1040) and W-2 forms must be submitted. (Originals will not be returned) (Entire signed copy required).
5. A copy of your Driver's License
6. A fully executed copy of the Contract of Sale, and Riders, if any, must be submitted with this Application.
7. If you are financing this purchase, a copy of the Bank Commitment is required.
8. A Letter of Recommendation from your Landlord.
9. A Letter of Recommendation from your Employer(s). Indicate salary, position and length of employment.
10. Two (2) personal or Social Letters of Recommendation.
11. Application may not be faxed to our office.
12. Application may be delivered, mailed or shipped Federal Express to our offices at:
72 East Main Street
New Rochelle, NY 10801
13. If you have any questions, please feel free to call our office:
(914) 636-6100
14. If you have any questions, please feel free to fax / email those questions to our office:
(914) 999-4022 / eric@librett.com

Additional Charges and Conditions:

1. If financing, **\$250.00 Recognition Review Fee**
2. Agent's Transfer Fee, \$750.00. Closing to be held at the office of the Transfer Agent only. Travel outside of Agent's office is at the Agent's discretion and is an additional charge. If closing is not completed within two (2) hours, there will be an additional fee of \$100 for each additional hour or part thereof.
3. Agent will collect \$.05 per share New York State Stamps fee.
4. If the Cooperative Corporation imposes a Flip Tax, Agent will collect this fee at closing. Payment for this charge is to be in the form of Money Order, Certified Check or Attorney's Trust Check.
5. If the closing is scheduled and not cancelled forty-eight (48) hours prior, a cancellation fee of \$300.00 will be charged. If the parties appear and the closing is adjourned or is not consummated, an additional fee equal to the Agent's Transfer Fee will be charged.
6. It is the Seller's responsibility to produce the original Stock and Lease at closing. If Seller is unable to **produce original documents**, a fee will be charged in the amount of \$250.00 for each lost document and Counsel, at least forty-eight (48) hours **PRIOR TO CLOSING**, must advise the Transfer Agent and supply a Lost Stock or lease Affidavit. Lost Stock or Lease Affidavits will not be accepted on the day of closing and closing will be adjourned and adjournment fees will be charged.
7. If Purchase or Seller intends to utilize a **Power of Attorney** for any party, Transfer Agent must be notified at least **three (3) days prior to closing** and a **copy of the Power of Attorney must be submitted for prior approval**. Power of Attorney forms will not be accepted on the day of closing without the requisite prior notice and the closing will be adjourned and adjournment fees will be charged.
8. If the Seller is an Estate or Trust, Counsel must contact the Transfer Agent two (2) days prior to closing and supply additional documentation.

MOVING & DELIVERY POLICY

1. Moving/delivery times are as follows:
 - Monday through Friday, 9:00 A.M. to 4:30 PM
 - Saturday: Varies by building. Check with Management.
 - Sunday: Absolutely no moving or deliveries are allowed, with the exception of food deliveries.
2. Moves, in or out, will require a \$500.00, fully refundable, security deposit in the form of a check or money order made payable to the Association. Management must have this payment and the Moving/Delivery Form in their possession prior to any move.
3. All move-in's/out's require a walk-through of the building with Superintendent to avoid any discrepancies or claims.
4. Request forms must be completely filled out and submitted to the Superintendent one (1) week prior to your move and three (3) days prior to delivery of items.
5. Moving times must be scheduled and approved by the Superintendent only.
6. No move-in's/out's, or deliveries will be permitted without the approved request form and proper notification.
7. Any unauthorized moves or deliveries will be assessed an initial fine of \$150.00 and \$300.00 for all subsequent violations, which will be subject to late fees and penalties. All expenses incurred will be applied to the unit owner.
8. If an owner/resident exceeds the moving hours, they will be assessed a fee of \$150.00. Owners are responsible for the actions of their tenants.
9. Only one (1) move per day will be permitted. No exceptions!
10. All deliveries and pick-ups are handled like a move; all of the above rules and regulations apply.

Please note that you are responsible for your moves. Any damage caused by your moving company will be your responsibility. It is up to you to settle the damage disputes directly with your mover, not the Association.

MOVING & DELIVERY REQUEST FORM

BUILDING ADDRESS: _____

UNIT # _____ OWNER'S NAME: _____

OCCUPANT'S NAME (If different): _____

_____ MOVE IN _____ MOVE OUT _____ DELIVERY

_____ OTHER (Explain) _____

1st DATE REQUESTED: _____

2ND DATE REQUESTED: _____

I have read the attached Moving & Delivery Policy and understand the guidelines, which have been set forth by the Association. I further understand that I am liable for any damages or violations that may occur during my move/delivery and any damages will be deducted from my \$500.00 security deposit. If no accidents or violations occur, I will receive my full deposit.

_____ _____ OWNER OCCUPANT

(Signature of Requestor)

_____ _____

(Print Name Signed Above)

(Date of Request)

FOR OFFICE USE ONLY

DATE APPROVED: _____

SUPERINTENDENT'S SIGNATURE: _____

TIME STARTED: _____ TIME COMPLETED: _____

_____ COMPLETED WITHOUT INCIDENT

_____ COMPLICATIONS DETAILED ON REVERSE SIDE OF THIS FORM

ACCESS AGREEMENT

APARTMENT # _____

ADDRESS: _____

The undersigned Applicant represents that I/We are aware that the Proprietary Lease Agreement allows for the Cooperation (the Lessor) to have all the apartment entrance door keys to my/our apartment at all times.

While the Corporation is not responsible for the loss or misuse of these keys, the Corporation has provided a secure area for the retention of these keys and they are to be utilized in the case of an emergency only and only after all attempts to contact the residents have been exhausted.

By my/our acknowledgement of this form, I/We herein agree that I/We will supply a complete set of keys to my/our apartment to the Superintendent immediately. If any lock is altered or changed any time thereafter, I/We will notify the Superintendent and immediately provide a new key thereto.

Signature

Date

Signature

Date

RENOVATIONS – REMODELING – CONSTRUCTION

POLICY & RULES

NON-SUBSTANTIAL JOBS

This category includes cosmetic work such as painting, plastering, floor sanding and the installation of carpet and floor tile. Non-substantial jobs are generally those that could not predictably affect the heating, plumbing, and electrical or structural systems of the building.

Any Owner who plans to have a non-substantial job performed in their apartment must notify (in writing) the Managing Agent and notify (verbally) the Superintendent of the scope of work to be performed and the dates on which the work will be performed. No work can be commenced without the written approval of the Managing Agent prior to commencement. This includes any of the aforementioned work even if the Shareholder intends to physically perform this work themselves.

Any Owner who has a non-substantial job performed in their apartment must comply with the following rules:

1. Workers can only be in the building between the hours **8:00 am to 5:00 pm Monday through Friday**. Work shall not be performed on **Saturdays, Sundays or Holidays** (except for quiet work which is self-contained within the apartment). No work that can create noise or otherwise disturb neighbors shall be performed before 9:30 am.
2. Workers must check in and out with the Superintendent on a daily basis. All workers must enter and exit through the basement, garage or service entrance where possible and may not use the front lobby door.
3. Workers must clean up on a daily basis all dust and debris the job creates anywhere in the building (outside of apartment) i.e. elevators, halls, basement, and must remove all debris from the building on daily basis. Debris may not be deposited with the trash or in building disposal areas or left for municipal pick-up.
4. Workers may not store their tools, equipment or supplies in the basement, halls or any other common areas.
5. Workers must protect the elevator or halls and stairs from scratching or other marring by using either pads or construction paper. Hallway floors must be similarly protected.

SUBSTANTIAL JOBS

This category includes any work that involves the removal and/or installation of electrical wiring or equipment, plumbing equipment (inclusive of toilets, sinks, vanity cabinets, kitchen equipment or the demolition or alteration of interior unit walls (even if nonstructural). Any partial or complete kitchen or bathroom renovations are considered substantial.

If an Owner is uncertain whether a particular job is substantial or non-substantial, it is the Owner's responsibility to request a written opinion from the Managing Agent.

If a job is a substantial, Rules 1 through 5 set forth herein, must be complied with and, in addition, the Shareholder must comply with the following Rules:

6. The Managing Agent **must approve the Contractor** you wish to retain to perform the work. (There have been instances where Contractors have caused damage to the building systems and have failed to adhere to procedures intended to protect the building and its residents).
7. The Owner must submit the following documents to the Managing Agent. After the Managing Agent has reviewed the documents, you will be advised, in writing, of approval, denial or a request for additional documentation: **(The Managing Agents written approval must be obtained prior to the commencement of any alteration or improvement.)**
 - a) A detailed, written statement describing the scope of work.
 - b) A set of legible plans for the job, signed by a licenses Architect or Engineer.
 - c) A copy of the Rules signed by the Shareholder and Contractor,
 - d) Complete copies of all Contracts made with the Contractors and Suppliers. Any and all Contractors must be licensed and a copy of that license must also be submitted. General Contractors may not perform plumbing or electrical work without them having required licenses and must submit same.
 - e) A Certificate of Insurance evidencing Personal Liability, Property Damage, Employee's Liability and Worker's Compensation coverage in an amount not less than \$1,000,000.00. Certificates will name the Corporation, the Managing Agent and the Shareholder as co-insureds. Each Certificate shall state that the coverage may not be terminated without ten (10) days prior written notice of their termination to the Managing Agent. A Certificate is required for each Contractor and Sub-Contractor.
 - f) A written statement indicating whether any other apartments will be affected by the job (i.e. water, heating or electrical shut off) and, if so, which apartments, in what way, and for how long will be affected. Any

aforementioned shut off requires at least a twenty four (24) hour prior notice to any and all affected residents, Managing Agent and Superintendent.

- g) If, by Law, Statute or Code, the proposed work requires the prior approval of government agencies and the issuance of a Permit, you must submit copies of all Permits and Applications for those Permits.
- h) If, in the sole discretion of the Managing Agent, an Engineer must be engaged to review any submission, the cost thereof shall be charged back to the unit owner.
- i) A refundable (if there has been no damage or violation of these Rules) renovation deposit in an amount up to \$1,000.00 may be requested and must be rendered prior to written approval being granted.

Any violations of the Rules herein set forth will subject the owner to a fine of up to \$1,000.00 (amount to be set by the Managing Agent depending on the severity of the violation and at the Managing Agents sole discretion)

If an Owner, or their Contractors, violates any of the Rules herein set forth, or if the Managing Agent, in his sole discretion, determines that a job is being performed in an unsafe manner, or if the Scope of Work has been or will be exceeded, the Corporation reserves the right to withdraw any written approval and to stop all work at any time, and shall incur no liability if they do so.

I/We have reviewed and understand the Rules herein contained and agree to abide by all of the provisions contained therein.

(Signature)

(Date)

(Address)

(Apartment)

EMERALD COURT, INC.

HOUSE RULES

Revised February 8, 2016

- 1) Children are not permitted to play ball, ride two wheel bicycles, big wheels, skateboards, scooters, roller skate or use any other toy or method to propel themselves on the driveways, walkways, parking areas, basement, lawns and landscaped areas of the complex.
- 2) Tricycles, small bicycles may be ridden with parental supervision when it does not interfere with other people living near or occupying the area and its outside activity is to stop at 7:00 P.M.
- 3) No one is permitted to climb trees, walk, sit or play on walls, auxiliary buildings and fences in the complex.
- 4) The Corporation cannot be held liable for any injuries, which occur as a result of any violation of this rule.
- 5) No carriages, toys, bicycles, tricycles, shoes, boots, shovels, skateboards, or roller skates are to be left in front of buildings, on the lawns, stored in the halls, landings and basement of the buildings. All these items are to be stored in the designated storage areas or your apartments.
- 6) No sign, notice, advertisement, awning, window air-conditioning units or ventilators or anything be projected out any window of the buildings except such as shall be approved by the corporation.
- 7) No washing machine, dryer, apartment alarm system, non-building standard refrigerator or range or any other appliance shall be installed in any Apartment without the express written approval of the Lessor or managing agent in each case.

- 8) No articles are to be placed in the outside halls, on the staircase landings, nor shall any objects be hung from the doors, windows or placed on the windowsills of the building. The public halls and basement of the buildings shall not be obstructed or used for any purpose other than ingress to and egress from the apartment buildings.
- 9) No radio or television aerial shall be attached to or hung from or on the exterior part of building without prior written approval of the corporation.
- 10) Garbage and recyclable items are to be disposed of in the designated areas of the complex only. Recyclable items are washed and placed in the designated bins and all recyclable items are to be removed from the plastic bags.
- 11) No littering of any kind is permitted anywhere in the complex.
- 12) Messengers and trades people ingress and egress are to be designated by the Managing Agent. No vehicles of any sort are to be driven on our walkways or lawn unless they are performing specific work approved by the corporation.
- 13) No resident shall make or permit any disturbing noises in the building or on the grounds, allow anything to be done therein which will interfere with the rights, comfort or convenience of other residents. No resident shall play upon or allow to be played any musical instrument, operate a stereo, radio or television loud speaker in his apartment or any vehicle on the property between the hours of 10:00 P.M. and 8:00 A.M.
- 14) Water closets and other apparatus in the building shall not be used for any purposes other than those for which they were constructed, nor shall any sweepings, rubbish, rags or any other article be thrown into the water closets. Residents shall be solely responsible for the cost of repairing any damage resulting from misuse of any water closets or other water apparatus.
- 15) No dogs shall be kept or harbored in the building unless the Lessor expressly permits the same in each instance in writing. All animal owners must curb their animals off the co-op property. If the animal has an accident then the owner must clean up after the animal.

- 16) Animals are not to be walked down the center walkway. When animal owners take their animals off the co-op property they are to walk their animals behind the 836 or 840 building. All dogs are to be leashed at all times and are to be walked off the property. No new dogs of breeds that fall within the legal definition of “dangerous animal” or “vicious animal” will be permitted.
- 17) Parking facilities are assigned spaces only. Residents must park in assigned space and park evenly within the lines. There is no guest parking on the premises due to space limitations. A guest may park in the host’s assigned space only with the appropriate hang tag displayed in the windshield or, off the premises. A 10-mile per hour maximum speed is in effect at all times in the parking area. No one is allowed to park in the restricted parking areas.
- 18) The Lessee shall use the available laundry facilities only during the posted hours.
- 19) Unless expressly authorized by the Board of Directors in each case, the floors of each Apartment must be covered with rugs or carpeting or equally effective noise-reducing material, to the extent of (80%) percent of the floor area of each room excepting the kitchen, dining area, closets and bathrooms.
- 20) Superintendent’s hours are 9:00 A.M. to 5:00 P.M. weekdays. All emergencies service requests can be made to the superintendent and/or managing agent. The superintendent and managing agent are to determine the best way to handle the problem. Non-emergency requests for services or complaints regarding the service of the Building shall be made to the managing agent of the Lessor by telephone or in writing. The managing agent is to furnish the board of directors a list for all requests and their resolution at each monthly board meeting.
- 21) All entry and exit doors are to be closed and locked at all times unless there is a move in progress or work is being done that requires the door to be open. As soon as the task is completed the door is to be closed and locked.
- 22) No water hose is to be used to wash any vehicles.
- 23) Any consent or approval given under these House Rules by the Lessor shall be revocable at any time.

24) No feeding outdoor animals, i.e. squirrels or birds are allowed anywhere on the co-op's property.

25) Anyone disobeying any of the above rules is subject to a \$50.00 fine.

26) These House Rules may be added to, amended or repealed at any time by resolution of the Board of Directors.

Responsibility of

Shareholder

Cooperative

Walls, floors & ceiling

Interior Walls (repair & painting)	X	
Floors (repair & painting)	X	
Ceilings (repair & painting)	X	
Windows (including window panes, metal window frames & sills)		X
Window screens	X	
Painting interior of window frames	X	
Sashes & lifts		X

Plumbing, Heating & Electrical *

Plumbing fixtures	X	
Plumbing pipes (exposed in apt)	X	
Plumbing pipes (within walls)		X
Drains (exposed in apt.)	X	
Drains (within walls)*		X
Heating pipes & radiators	X	
Shut-off valves and air valves	X	
Electrical switches & outlets	X	
Lighting & electrical fixtures	X	
Electric meters		X
Electric circuit breakers and breaker panel	X	

Wiring through apt.

In walls from junction box	X	
Telephone & cable wiring	X	

Responsibility of
Shareholder Cooperative

Kitchen

Refrigerator	X	
Range	X	
Dishwasher	X	
Cabinets	X	
Counters	X	
Sink	X	

Bathroom

Sink	X	
Bathtub/Shower	X	
Toilet	X	
Cabinets	X	
Counters	X	
Wall tiles	X	
Bathtub drain clog, due to hair, etc. See footnote	X	

General

Air conditioners (repair & replacement)	X	
Carpeting	X	
Floor tiles	X	
Front Door (painting of interior)	X	
Front Door (painting of exterior)		X

Responsibility of

	<u>Shareholder</u>	<u>Cooperative</u>
Locks for front door (top)	X	
Locks for front door (lower)		X
Closet doors	X	
Room doors	X	
Mailbox locks	X	
Keys for building door locks	X	

- **Please note that should a leak occur from a radiator, radiator valve or exposed pipe leading to the radiator, it is your responsibility to have such leak(s) repaired by either a licensed plumber or by the staff. If repaired by the staff, the cost of the repair will be billed back to you. This also holds true for toilets and flushometers. If a unit below you sustains damage, the damage will be your responsibility. As always, we urge all shareholders to obtain and maintain apartment insurance.**
- **Drain clogs due to hair and foreign objects cost the co-op thousands of dollars per year. Should a clog occur due to this, and you have not purchased a hair strainer, the cost of the plumber will be billed back to the shareholder.**